



601.01 Uniform Regulations and Dress Code

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

Approved Date: June 12, 2018

Review Due Date: June 12, 2019

Review Frequency: Annually

601.01-1 Policy

- I. Hendry County Sheriff's Office members shall present a neat and clean appearance when representing the Hendry County Sheriff's Office. Attention to personal hygiene is a requisite when in a duty status.
- II. Uniforms shall be worn only by those staff members issued uniforms by the Hendry County Sheriff's Office, and will be worn only when on duty or when on an authorized special assignment.
- III. Staff members wearing civilian clothing while on duty shall adhere to the Hendry County Sheriff's Office Civilian Dress Code as stated in *HCSO SOP Manual*.

601.01-2 General

- I. Uniforms issued by the HCSO will be maintained in clean and pressed condition.
- II. Equipment issued as uniform items shall be polished if appropriate, and serviceable.
- III. Uniforms and civilian dress code standards are to be strictly monitored by supervisory staff to assure compliance.
- IV. No member of the HCSO Corrections Division shall wear, display or have in their possession any emblem, rank insignia or badge that tends to represent official police authority beyond the scope of his or her official HCSO duties.
- V. Members shall wear the proper and complete uniform and insignia commensurate with their rank.
- VI. No mixture of civilian outer clothing with the official uniform shall be permitted on or off-duty.
- VII. Uniform items shall not be altered other than necessary to ensure proper fit.

601.01-3 Shoulder Patches and Chevrons

- I. The official HCSO shoulder patch shall be worn on both shoulders, centered on the epaulet of the shirt, and one-half inch below the shoulder seam of the shirt.
- II. Deputies of the rank of Sergeant shall wear the appropriate official chevrons on both sleeves of the uniform shirt and jacket.
 - A. The top point of the chevrons shall be centered one-half inch below the shoulder patch.
 - B. Exception is necessary when shirt size (sleeve length) dictates less space between patch and chevron.

601.01-4 Insignia

- I. Badge:
 - A. Gold colored badge shall be worn by Sergeants and above.
 - B. Silver colored badge shall be worn by Deputies.
- II. Lieutenants and above shall wear their rank insignia on both epaulets of the uniform shirt.

601.01-5 Shoes and Belts

- I. Shoes will be black and in good condition.
- II. Belts will be plain black with silver colored buckle, or gold colored buckle for Sergeants and above.
- III. Belt may also be a black, no buckle, Velcro type

601.01-6 HCSO Issued Identification

- I. HCSO members are issued appropriate identification credentials and shall not obtain additional credentials that identify them as members of the HCSO.
- II. The following procedures shall be followed in the event of a lost or missing HCSO Identification Card:
 - A. The member shall immediately report the loss of an issued HCSO Identification Card to his/her immediate supervisor, and complete a written report regarding the circumstances surrounding the loss.
 - B. The supervisor shall, at the earliest possible time, notify Human Resources and the Corrections Division, who shall take steps to cancel the missing I. D. Card in the security system(s). A notation documenting this notification shall be made on the report prior to forwarding through the chain.
 - C. Any investigation regarding the loss shall be initiated by the supervisor at this time, and the results noted on the report.
 - D. The report shall be forwarded through the member's chain of command to the Chief Deputy, who will review the report and forward it to the Director of Human Resources.
- III. Human Resources will set up an appointment with the member to have another photo taken and I.D. card issued.

- IV. The report regarding the loss will be maintained in the member's personnel file.
- V. Staff members off duty will not enter a HCSO Jail facility or administration area without proper HCSO identification.

601.01-7 Jewelry Regulations

- I. Jewelry worn on the hands, wrists and fingers shall be limited to a wrist watch, wedding ring, engagement ring (or set), and one other ring (such as class, school, or organization ring).
- II. Uniformed women are permitted to wear small earrings, one per ear lobe.
- III. A necklace or chain may be worn, but it must be worn beneath the uniform shirt and not visible.

601.01-8 Hair Regulations

- I. Hair shall be neat and clean.
- II. Male:
 - A. Hair shall not touch the ears or collar.
 - B. Sideburns will not extend past the earlobe and will not exceed one inch in width.
 - C. Mustaches are permissible but will not extend beyond or below the corner of the mouth.
 - D. Beards are prohibited unless permitted by the sheriff for special functions/fundraisers and goatees must be kept clean and trimmed. To maintain the integrity of the gas mask application, goatee hair must not be longer than 1/4 inch in length and cannot extend into the neck area.
- III. Female:
 - A. If hair clasp or barrette is worn, it must blend with hair color.

601.01-9 Fingernails

Fingernails must be trimmed and clean.

601.01-10 Court Dress Code

- I. When appearing in court, either the official uniform or proper business attire shall be worn:
 - A. Male - Dress shirt and tie with business suit or sports jacket and dress trousers.
 - B. Female - Dresses or shirt/blouse with skirt or slacks and jacket or business suit.
 - C. Dress shoes shall be worn.
- II. Members shall present a neat and clean appearance.

601.01-11 Non-Compliance

- I. Absent voluntary compliance with this policy, the chain of command is to be followed for counseling and such other corrective action as deemed necessary.
- II. Unacceptable attire will be cause for suspension from duty until corrective measures are taken. Time used for this purpose will not be compensated unless the member chooses to use available compensatory or annual leave time.

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:
N/A

Other Policy/ Procedure References:
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HCSO SOP Manual